

JOB TITLE: Housekeeper	DEPARTMENT: Housekeeping	POSITION OF SUPERVISOR: Human Resources Director
FLSA STATUS: Non-Exempt	ANTICIPATED HOURS PER WEEK:	EFFECTIVE DATE:

Position Summary: To maintain and implement a clean, safe and positive patient care and work environment by following PSMC policies and procedures, best practice methods, and OSHA guidelines throughout the entire organization.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High School Diploma or GED. Ability to read, write and clearly express one’s self in English 100% of the time.
Experience:	Prefer hospital environmental services work experience, but not required.
Special Skills, Licenses or Certifications:	Basic computer skills and knowledge (Microsoft® Outlook, Word, and Excel).
Language Skills:	<ul style="list-style-type: none"> • Demonstrates ability to read, write, and clearly express self in English 100% of the time • Additional languages preferred • Demonstrates ability to listen • Demonstrates ability to clearly convey thoughts in speech and written word
Physical Demands:	<ul style="list-style-type: none"> • Lifting a minimum of 50 pounds. • Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. • Adequate sight is required to perform essential functions of the job. • Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time. • Ability to initiate CPR 100% of the time. • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. • Good mental health. • Demonstrate tact and versatility. • Must be dependable. • High degree of self-motivation and directional initiative. • Ability to function successfully independently. • Ability to cope and remain calm in escalating situations. • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. • In addition, the physical demands, anticipates standing, bending and walking for long periods of time.
Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Accomplish annual goals.
3. Works forward on department plans (may change from time to time).
4. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
5. Comply with all PSMC and department procedures, rules and directives.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Be courteous, respectful, honest, and solution-oriented in dealing with others.
8. Communicate accurately, clearly, and effectively both orally and in writing.
9. Possess excellent organizational skills and the ability to multi-task.
10. Work independently and perform the job with minimum supervision.
11. Checks email at least once daily when on shift.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Be able to work and stay on feet for several hours at a time
2. Consistently and effectively clean or disinfect the various areas of the organization, following the policies and procedures
3. Promote and maintain a positive work environment within Environmental Services and the organization
4. Properly handle and remove bodily fluid or waste, per policies and procedures
5. Understand the differences and applications for various cleaning chemicals
6. High degree of self-motivation and directional initiative and the ability to function independently
7. Ability to cope and remain calm in escalating situations
8. Have the ability to give and receive constructive criticism, as it relates to the organization and Environmental Services
9. Can perform all the standard job requirements.
10. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)